



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

October 29, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

QUARTERLY REPORT ON APPROVED CONTRACTS UNDER CAO DELEGATED AUTHORITY

At the Board of Supervisors meeting held July 28, 1992, the Chief Administrative Officer was instructed to report to the Board on approved contracts under the CAO's delegated contracting authority. In keeping with that practice, attached is the report for July 1, 2003 through September 30, 2003.

If you have any questions regarding this matter, or require additional information, please contact me, or your staff may contact Jacqueline White of my staff at (213) 974-1155.

DEJ:DIL
JW:AHW:vyg

Attachment

c: Executive Officer, Board of Supervisors
County Counsel

**APPROVED CONTRACTS UNDER THE CHIEF ADMINISTRATIVE OFFICER'S DELEGATED CONTRACTING AUTHORITY
JULY 1, 2003 THROUGH SEPTEMBER 30, 2003**

CAO APPROVAL	AMOUNT OF CONTRACT/AMENDMENT	CONTRACT TERM	CONSULTANT/ CONTRACTOR	DESCRIPTION
07/01/03	\$38,500 per month – not to exceed annual retainer of \$462,000, plus travel expense and expenses other than normal office administrative expenses (not to exceed 7.5% of fees)	07/01/03 – until terminated, unless otherwise amended by the parties	The Margolin Group, Inc.	To provide professional services in legislative advocacy and governmental affairs by assisting the County's lobbying efforts in Washington D.C. and Sacramento, California.
07/08/03	\$35 per hour, including \$1,314 for reimbursement of general and automobile liability insurance – not to exceed \$13,914 (360 hours)	07/09/03 – 6/30/04	Donald Rogers	To provide graphics design and photographic specialist services, including consultation on video processes, equipment and services, and to coordinate with County vendors for final printed video and photographic products.
07/09/03	\$17,250 Maximum	07/10/03 – 09/29/03	Gaffney Display	To assist the County in setting up the Los Angeles County exhibit at the 2003 State and Los Angeles County Fairs, featuring the new Walt Disney Concert Hall.
07/14/03	\$60,000 Maximum	07/15/03 – 12/31/03	A.C. Lazzaretto & Associates	To assist the County in the initial review of the Supplemental Environmental Impact Statement/Environmental Impact Report (SEIS/EIR) prepared for the Safety and Security Alternative to the Los Angeles International Airport (LAX) Master Plan, proposed by Los Angeles Mayor James Hahn.
07/18/03	\$6,300 Maximum	07/19/03 – 10/31/03	R.P. Laurain & Associates	To provide specialized consulting services for an appraisal study at the Long Beach/Signal Hill Business Center.
07/23/03	\$45,000 Maximum	07/24/03 – 12/31/03	Jacquelyn McCroskey, D.S.W; Sharon G. Watson, Ph.D; and Toni Saenz Yaffe	To manage and coordinate the participation of the County Department Group 2 cohorts (Children and Family Services, Public Social Services, Probation, Regional Planning, Arts Commission, Executive Office and District Attorney) in the Performance Counts! Roll-Out Plan; to organize, lead and facilitate all Group 2 cohort and individual departmental team meetings; and to provide follow-up coaching and guidance to Group 2 departments.
08/15/03	\$163,000 Maximum (increase of \$87,000) , not to exceed \$18,000 monthly compensation Amendment #3	05/17/02 – 12/31/03 Amendment #3	Altmayer Consulting, Inc.	To assist in the development of the Los Angeles County Report Card. Contractor will assist in identification of community indicators and departmental performance measures in areas of economics, environment, social well-being, recreational and cultural impacts areas, and will pursue other performance measurement efforts. Original contract amended to extend term from 09/30/03 to 12/31/03 and to increase responsibility to include the coordinator role of the countywide roll-out of the County's Performance Counts! Program.

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JULY 1, 2003 THROUGH SEPTEMBER 30, 2003**

CAO APPROVAL	AMOUNT OF CONTRACT/AMENDMENT	CONTRACT TERM	CONSULTANT/ CONTRACTOR	DESCRIPTION
08/19/03	\$80,000 Maximum	08/20/03 – 06/30/04	HealthReach Associates, Inc.	To provide technical assistance in the implementation of Medi-Caid Administrative Activities and Targeted Case Management (TCM) programs to the Departments of Health Services, Auditor-Controller, Probation, and the Chief Administrative Office; and provide TCM implementation and technical assistance to the Department of Community and Senior Services.
08/19/03	\$110 per hour – not to exceed \$82,060 Maximum Amendment #1 (increase of 96 hours to a maximum of 746 hours)	12/27/02 – 12/31/03 Amendment #1	Julie Levine and Associates	To provide technical expertise to the County in developing action plans for the implementation of Goal 5 objectives (Children and Families' Well-Being) for the County Strategic Plan. The original contract was amended to adjust the hours associated with the deliverables to better reflect the number of hours needed for each deliverables and to extend compensation accordingly.
08/21/03	\$200,000 Maximum Amendment #1	07/15/03 – 12/31/03 Amendment #1	A.C. Lazzaretto & Associates	To assist the County in the initial analysis of the SEIS/EIR prepared for the Safety and Security Alternative to the LAX Master Plan proposed by Los Angeles Mayor James Hahn. The original contract was amended to request the contractor to develop a detailed analysis of the draft SEIS/EIR after its initial review.
09/01/03	\$10,835 per month – not to exceed annual retainer of \$130,020	09/01/03 – until terminated, unless otherwise amended by the parties	Stuntz, Davis & Staffier	To provide professional services in legislative advocacy by assisting the County's lobbying efforts in Washington D.C. The core areas of focus will be on the federal budget, commerce, justice, homeland security, immigration, energy and telecommunications.
09/01/03	\$6,667 per month – not to exceed annual retainer of \$80,004. For any partial month of service, monthly amount is prorated on a daily basis at the rate of \$317.48 per regular workday	09/01/03 – until terminated, unless otherwise amended by the parties	E. Del Smith & Company, Inc.	To provide professional services in legislative advocacy by assisting the County's lobbying efforts in Washington D.C. The core areas of focus will be on public works and infrastructure.
09/02/03	\$18,000 Maximum	09/02/03 – 12/31/03	Dimensions Unlimited, Inc.	To provide a plan to update the County's Disaster Mitigation Plan by reviewing and summarizing the current County plans.
09/02/03	\$282,665 Maximum	09/02/03 – 12/15/03	MLC & Associates, Inc.	To provide services related to the design of a tailored High Touch Business Continuity Planning (BCP) Toolkit for use by cities and/or school districts within Los Angeles County.
09/02/03	\$213,147 Maximum	09/02/03 – 11/30/03	Titan Corporation	To assist the County in developing a State Homeland Security Assessment and Strategy Program in accordance to the Federal Department of Homeland Security requirements.

**APPROVED CONTRACTS UNDER THE CHIEF ADMINISTRATIVE OFFICER'S DELEGATED CONTRACTING AUTHORITY
JULY 1, 2003 THROUGH SEPTEMBER 30, 2003**

CAO APPROVAL	AMOUNT OF CONTRACT/AMENDMENT	CONTRACT TERM	CONSULTANT/ CONTRACTOR	DESCRIPTION
09/02/03	\$50,269.25 Maximum	09/03/03 – 12/31/04	Sapphos Environmental, Inc.	To provide environmental consulting services in support of the Walt Disney Concert Hall.
09/08/03	\$200,000 Maximum	09/09/03 – 01/31/04	University of California, Los Angeles	To provide assistance in the development of a volunteer website.
09/19/03	\$499,870 Maximum	09/20/03 – 12/15/03	Dimensions Unlimited, Inc.	To provide a risk assessment of the County by developing digital maps of potential disaster hazards for the County's Emergency Management Information System (EMIS).
09/22/03	\$66,000 Maximum, including reimbursement for allowable expenses, for the term of the agreement Amendment #3	04/09/02 – 03/31/04 Amendment #3	Alan M. Glassman	To assist with further development of, and provide guidance to, the Guiding Coalition (GC) to carry out their responsibilities as delineated in the Charter for Change, including development of processes to manage Strategic Plan amendments and implementation; preparation of agendas for future GC sponsored meetings/conferences; and guidance on performance measurement. Original contract amended to extend term from 09/30/03 to 03/31/04.
09/23/03	\$210 per hour, \$89,000 Maximum Amendment #4	12/21/01 – 03/31/04 Amendment #4	Morwin, Inc.	To assist in the further implementation and revision of the County Strategic Plan, establishment of a Guiding Coalition, development of relevant performance measures, and improving the linkage between the County's Management and Appraisal and Performance Plan and the Strategic Plan. Original contract amended to extend term from 09/30/03 through 03/31/04.
09/23/03	\$100 per hour, \$36,000 Maximum (360 hours)	09/24/03 – 06/30/04	Dilys Tosteson Garcia	To provide project management and support for the Emancipation Program Partnership (EPP) convener and the Department of Children and Family Services (DCFS) Programs and Services consultant.
09/24/03	\$125 per hour, \$2,500 Maximum (20 hours)	09/25/03 – 09/30/03	Jacquelyn McCroskey, D.S.W.	To provide assistance to the DCFS Information and Technology System team during the pilot and implementation of the Youth Self-Report instrument and to prepare an Evaluation Plan for the Emancipation Program.